

M e m o r a n d u m

Date: August 18, 2010

To: Telecommunications Section
Attention: Captain J. Whiteford

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of Inspector General

File No.: 010.13424.11626.010

Subject: 2010 REMOTE SITE PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the Telecommunications Section of departmental owned telecommunications equipment located at the Bloomer remote site could not be verified. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that departmental inventory records are complete and accurate, a remote site containing state owned property assigned to your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of property assigned to your command and located at the Bloomer remote site was completed by the Property Inspector (PI) on June 8, 2010. Using property records from the appropriate Office(s) of Primary Interest (OPI), the PI inspected all items listed under telecommunications (Attachment C). No property was found under the general inventory control (Attachment B).

According to the OPI inventory list, the Bloomer remote site had a total property inventory population of one item. When comparing equipment recorded on the telecommunications property inspection list to equipment located at the Bloomer remote site, the item reconciled and no discrepancies were noted (Attachment A).

When comparing equipment located at the Bloomer remote site to the OPI inventory list, six items were located. The inventory list indicated that two items, Midland radios, were assigned to the Information Management Division but located at the Bloomer site. Four items, cavity resonators, were not recorded into the asset database. The property inspection results of equipment located at the Bloomer remote site are summarized in Attachment A.

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I request your command research and investigate the discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI to rectify the variance. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspector General by November 9, 2010.

In accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the California Highway Patrol's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

The Office of Inspector General would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.


E. SANCHEZ, Captain
Interim Inspector General

Attachments

cc: Office of Assistant Commissioner, Staff
Information Management Division
Office of Inspector General, Audits Unit

ATTACHMENT A

**CALIFORNIA HIGHWAY PATROL
OFFICE OF INSPECTOR GENERAL, AUDITS UNIT
PROPERTY INSPECTION DISCREPANCY REPORT
BLOOMER (RS2411)**

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHIP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
Midland Radio	R338581		X				Indicates equipment located at 040
Midland Radio	R338607		X				Indicates equipment located at 040
Cavity Resonator	R340359		X				Not recorded in the OPI inventory records
Cavity Resonator	R340432		X				Not recorded in the OPI inventory records
Cavity Resonator	R340433		X				Not recorded in the OPI inventory records
Cavity Resonator	no number		X				Not recorded in the OPI inventory records

ATTACHMENT B

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ATTACHMENT C

CALIFORNIA HIGHWAY PATROL
2010 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
Bloomer (RS2411)

ATTACHMENT C

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT								
1 R73322	Mobile Relay Station	482CLS0046	X					
EQUIPMENT TO INVENTORY LIST								
1 R338581	Midland Radio				X			Indicates equipment located at 040
2 R338607	Midland Radio				X			Indicates equipment located at 040
3 R340359	Cavity Resonator				X			Not recorded in the OPI inventory records
4 R340432	Cavity Resonator				X			Not recorded in the OPI inventory records
5 R340433	Cavity Resonator				X			Not recorded in the OPI inventory records
6 no number	Cavity Resonator				X			Not recorded in the OPI inventory records

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

SUPPORTING DOCUMENTATION

2411-01

Item Number

Look up by

☒ Tag # ☐ Serial #

Look up

Asset Information

Asset # R338581

SN 2494146

Model # VHF LOW BAND, 71-BS105

Description BASE STATION

Vendor Name COMTRONIX OF HEMET

Warranty End 09-SEP-2014

Asset Key BASE STATION.VHF LOW BAND, 71-BS105.NONE

Location 040.00.00.CH

Vehicle # BLOOMER MT

Assigned to Vehicle LC# TESTED

2411-02

Item Number

Look up by

☒ Tag # ☐ Serial #

Look up

Asset Information

Asset # R338607

SN 2494018

Model # VHF LOW BAND, 71-BS105

Description BASE STATION

Vendor Name COMTRONIX OF HEMET

Warranty End 09-SEP-2014

Asset Key BASE STATION.VHF LOW BAND, 71-BS105.NONE

Location 040.00.00.CH

Vehicle # BLOOMER MT

Assigned to Vehicle LC# TESTED